

COMPHIBGRU THREE INSTRUCTION 5100.4A

Subj: COMPHIBGRU THREE OCCUPATIONAL SAFETY AND HEALTH (OSH)  
PROGRAM

Ref: (a) OPNAVINST 5100.23B  
(b) CINCPACFLTINST 5100.5C  
(c) COMNAVSURFPACINST 5100.6B  
(d) OPNAVINST 5100.19B  
(e) OPNAVINST 5102.1B

1. Purpose. To promulgate policy and procedures for implementing and managing the Navy Occupational Safety and Health (NAVOSH) Program within PHIBGRU THREE.

2. Cancellation. COMPHIBGRUTHREEINST 5100.4

3. Background. Reference (a) establishes the organizational responsibilities and implementing guidance for the NAVOSH Program within the Navy. References (b) and (c) promulgate the policies and procedures for implementing and managing the NAVOSH Program within the Pacific Fleet and NAVSURFPAC. Reference (d) contains specific NAVOSH standards and guidance for forces afloat which are military-unique to certain provisions. Reference (e) provides the procedures for investigating and reporting material (property) damage, personnel injury/death, Navy civilian occupational injuries and illnesses, motor vehicle and explosive mishaps.

4. Discussion

a. In view of the absence of a logistics component at the Amphibious Group THREE level, all logistics functions are handled at subordinate command levels. Accordingly, in order to run an effective program, primary NAVOSH functions must also be located at the logistics management area. Therefore, primary NAVOSH oversight and coordination functions will be conducted at the subordinate commander level.

b. NAVOSH Management Evaluations are required by reference (b). These evaluations are incorporated into a unit's scheduled command inspection by their respective ISIC. The Command Safety Inspection doubles as the NAVOSH Management Evaluation to prevent an additional inspection requirement. The NAVOSH Evaluation is the responsibility of the Group/Squadron Safety Officer.

5. Action

a. Squadron, BEACHGRU, and TACGRU Commanders shall:

(1) Formally designate a Safety Officer as a collateral duty to report to the Chief Staff Officer and to the Commander as appropriate on matters concerning occupational safety and health. All subordinate units shall be informed of these designations. Appointment by means of the collateral duty list is acceptable.

(2) Maintain close liaison with subordinate units in all matters relating to occupational safety and health. Efforts must be formally documented and records retained for a two year period.

(3) Inspect subordinate units regularly to ensure their safety readiness. NAVOSH Management Evaluations shall be conducted no less frequently than every eighteen months. A copy of each management evaluation shall be submitted to COMNAVSURFPAC (Code 007) via the Group Safety Officer. Ships will report the completion of the NAVOSH Management Evaluation in accordance with COMNAVSURFPAC Training Exercise/Inspection Reporting System (TRA), exercise code 620105. TACGRU and BEACHGRU units will have NAVOSH Management Evaluations conducted by COMNAVSURFPAC safety personnel. ACU-FIVE will have its NAVOSH Management Evaluation conducted by COMNAVSURFPAC NAVOSH personnel.

(4) Monitor and endorse, where appropriate, reports from subordinate units. Review and evaluate deficiencies and recommend corrective action.

(5) Assist in the promulgation of safety information within the command for accident prevention. Efforts must be formally documented and records retained for a two year period.

b. Safety Councils: The Safety Council shall be chaired by the Group Safety Officer. Items of particular interest and/or importance identified by these safety council meetings will be presented quarterly at the Subordinate Commander's Meeting by the Group Safety Officer.

c. Individual units shall be guided by the provisions of references (a) through (e) in the set-up and operation of their OSH program. They shall ensure:

(1) A comprehensive "walk-through" survey is conducted annually and documented in accordance with reference (a).

(2) An Industrial Hygiene survey is conducted every eighteen months. Results of the survey shall be endorsed and forwarded to the ISIC, noting corrective action taken/planned for all discrepancies. Any requirement for additional follow-up reports will be determined by the ISIC. Units shall report the completion of Industrial Hygiene Surveys in accordance with COMNAVSURFPAC TRA, exercise code 620218.

(3) Mishap reports are completed in accordance with reference (e). A copy of each mishap report shall be forwarded to ISIC, Group and COMNAVSURFPAC (Code 007).

(4) Completion of the required NAVOSH Management Evaluation is reported in accordance with COMNAVSURFPAC TRA, exercise code 620105.

6. Training. All collateral duty safety officers shall be a graduate of the "Ship's Safety Officer Course" (J-9E-0005).

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